**Location:** Prince George’s County Memorial Library (PGCMLS)

**Job Title:** Coordinator, Library Associate Training Institute (LATI Coordinator)

**Responsibilities:**

**Program Rationale:** Job responsibilities and training for library associates in Maryland are dictated by Maryland law. Read COMAR 14.38.01.02 at: [http://www.dsd.state.md.us/comar/comarhtml/14/14.38.01.02.htm](http://www.dsd.state.md.us/comar/comarhtml/14/14.38.01.02.htm)

According to the law, library associates are required to complete 90 hours of approved in-service training within the first two years of their appointment to a library associate position. They are also required to do so to participate in the Maryland State Retirement System (see COMAR 22.205).

Although each library system may conduct its own in-service training, there has been a history of cooperative training for library associates in Maryland since the 1960s. In 1980, The Division of Library Development and Services began to offer an approved, statewide program to ensure consistent, quality customer service for all twenty-four public and three regional library systems. In 1996, the Library Associate Training Institute was launched, offering a blended approach of online training and face-to-face meetings. In 2017, DLDS became the Maryland State Library (MSL) and continues to offer LATI.

**Location:** Coordinator works from a home office and travels to library meeting locations around the state as required. A significant portion of the work occurs in online meeting and classroom environments.

**Schedule:** Workload varies throughout the year, averaging about 24 hours per week. Note that the job may require significantly more time during some weeks of the year. Although the LATI class schedule and related meetings are fixed, the Coordinator has flexibility with regard to scheduling the other work involved.

**Job Summary and Essential Functions:** Under the direction of the MSL Liaison and the LATI Oversight Committee (LOC), the LATI Coordinator is responsible for implementing the LATI program. Oversees the work of the LATI Virtual Assistant. Collaborates with trainers, Staff Development Coordinators, and others from Maryland's public libraries to ensure that eligible Library Associates receive quality training that fulfills the requirements of state law.

This is an independent contracted position that requires: Travel to library branches and to meetings held within the state. Transporting substantial amount of materials/resources. Personal ownership or access to: a laptop that supports video conferencing/production, high-speed Internet access and a mobile phone.

**Essential functions include:**

1. Implement LATI Curriculum: Develop schedule and syllabus; Coordinate logistical elements such as enrollment, instructors, locations, and supervisor orientation; Ensure feedback is provided to students and supervisors; In conjunction with subject matter experts/trainers, creates online training in Blackboard; Manages Blackboard Open LMS in a manner that facilitates training for LATI and other MSL projects and programs; Conducts synchronous training as appropriate.

2. Facilitate all Face-To-Face LATI sessions and LATI Graduations.

3. Report to MSL Liaison on a regular basis.

4. Act as liaison between the LOC and LAs.

5. Collaborate with the LATI Virtual Assistant.

6. Coach trainers and system mentors from Maryland public libraries for development.

7. Report to the Staff Development Coordinators from Maryland public libraries and participate in their regular meetings.

8. Prepare grant applications and reports in cooperation with the LOC Chair and MSL Liaison.

9. Serve as primary contact for the program.

10. Maintain Blackboard portals for pertinent stakeholder groups of LATI.
11. Serve as a member of LOC. Prepare the Agenda for the LOC meetings
   Takes the lead to: Ensure learning objectives are in place and up to date; Maintain awareness of related
   library training and certification programs and report to the LOC; Maintain awareness of trends and
   technologies in the training landscape and recommend changes in content and delivery to LOC.

Requirements: Master's in Library/Information Science from a college or university accredited by the
American Library Association (ALA), or a Master's Degree in a closely related field, or completion of an
equivalent 36 hours of post-baccalaureate coursework, or equivalent professional experience. 5 years'
experience in design, development, implementation, and evaluation of staff development training
sessions, in both online and face-to-face environments; Experience with Learning Management Systems,
especially Moodle or Blackboard (preferred); 5 years' professional experience in a public library setting
(required).

Required Knowledge, Skills, and Abilities: Knowledge of Maryland public libraries' networking,
collaboration, and operation (desirable). Knowledge of key library and information services, particularly
in the areas of reference services, customer service, library operations, and/or emerging technologies
(desirable). Knowledge of adult learning theory and practice. Familiarity with instructional design
concepts, methodologies, practices and the use of technology as an instructional platform. Familiarity
with equity, inclusion, diversity, and cultural competencies as they relate to library services. Ability to
facilitate difficult conversations in a group setting. Excellent interpersonal skills. Excellent oral and
written communication skills. Strong platform and presentation skills. Strong coaching skills.

Physical and Environmental Conditions: Work environment involves everyday office risks or discomforts
which require normal safety precautions typical of such places as offices, meetings, training rooms, and
libraries, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls,
observance of fire regulations and traffic signals, and/or working in moderate outdoor weather
conditions. Work environment involves lifting up to 25 lbs or pulling, or pushing weight up to 50 lbs. The
above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities,
skills, efforts, or working conditions associated with this job. The MSL Liaison and the LOC reserve the
right to change, modify, delete and supplement job duties based on the needs of Maryland public
libraries. Reasonable accommodations may be made to enable qualified individuals with disabilities to
perform essential functions of this job.

Salary Range: Contractual, grant-funded position with no benefits. Reports to staff of the Public
Libraries and State Networking Branch (PLSNB) of the Maryland State Library (MSL).

Application Process: Please send cover letter, resume, and three professional references with contact
information to: carrie.sanders@maryland.gov with LATI Coordinator in the subject line.

Special Requests:
Closing Date: March 6, 2020 or until position is filled